



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
INVESTMENT ANALYST	35	B	7.130

DEFINITION OF CLASS:

Under direction, the Investment Analyst evaluates and monitors the performance of the Public Employees Retirement System's investment portfolio. The incumbent is responsible for the performance of the portfolio including hiring/dismissing investment managers, communicating with all involved parties, and determining where funds will be invested.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Evaluates and monitors the performance of investment portfolio including utilizing performance measurement calculations to ensure compliance with laws, policies, guidelines, directives and established objectives.

Coordinates, reviews or prepares reports regarding Department and Legislator's funds and portfolio performance. Submits reports to staff, investment managers, consultants and/or Retirement Board according to established requirements or as requested.

Communicates with accounting and custodial bank representatives, investment managers and consultants concerning policies, procedures, reports and other system related issues.

Maintains automated system and physical facility by monitoring maintenance contracts, maintaining maintenance schedule, approving payments for building related expenses and recommending capital improvements.

Prepares and maintains calendar of investment related deadlines to ensure accurate and timely records, contracts and presentations.

Assists in planning and preparing annual investment seminar.

Coordinates the investment of money including where funds will be invested over a specified period of time.

Hires and/or dismisses investment managers as required.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of PERS' rules, regulations and procedures as they relate to investment practices. Knowledge of State statutes pertaining to the investment of retirement fund monies. Knowledge of contracts as they relate to custodial banking, retention of investment counsel, and other investment matters. Knowledge of investment counsel practices as they pertain to the investment of PERS' monies.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of investment principles and practices as they relate to an institutional investment portfolio. Knowledge of investment management techniques. Knowledge of custodial and commercial banking process. Knowledge of investment formulas used in calculations and analysis. Knowledge of public administration practices.

Skill in written English sufficient to compose business correspondence and reports.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university in public administration, business, finance or related area and two years of previous experience in accounting, retirement benefits, investment or related field including planning and analysis duties; OR

II

An equivalent combination of education and experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.130</u>
ESTABLISHED:	03/20/79R
	07/27/79PAC
REVISED:	02/08/80-3
REVISED:	07/13/81R
	09/11/81PAC
REVISED:	07/06/83R
	10/28/83PC
REVISED:	04/14/87
REVISED:	07/01/93P
	09/24/92PC